

Using Clip Art

Summary

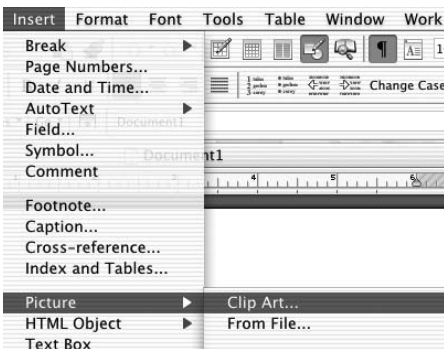
Microsoft Word is a word-processing program used to create a variety of files. Examples include letters, résumés, formal papers, and bulleted or numbered lists.

A file can include pictures to help make a point or support information. Often Clip Art is used in this way.

Step-by-Step Directions

Inserting Clip Art

1. Click **Insert** on the Menu bar.
2. Choose **Picture>**.
3. Click on **Clip Art...**
4. In the Clip Art dialog box, type word(s) that describe the picture you are looking for and would like to appear in the search box.
5. Scroll through the Clip Art options and click on the Clip Art you want to insert.
6. Insert the Clip Art.
7. It will appear in the file. Click on the picture and drag the corners to change the picture size.



Quick Tip

When you insert Clip Art into a file, it may need to be modified. Click **View** on the Menu bar. Choose **Toolbars>** and click **Picture>**. The options on this toolbar will help you adjust the picture so it looks the way you want it to look.